

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
October 2005




CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Administrative Assistant 1 (P)	73121	\$21,960 - \$35,136
Biologist 2 (I,P)	77842	\$29,340 - \$46,944
Boiler Inspector 3 (A,J)	36644	900
Clerk 3 (I,P)	02533	\$18,636 - \$29,820
Correctional Farm Crew Leader 1 (P)	64231	\$21,960 - \$35,136
Data Processing Operator 2 (I,P)	02774	\$19,428 - \$31,080
Distributed Computer Operator 2 (I,P)	02742	900
Laboratory Technician 2 (I,P)	98122	\$19,428 - \$31,080
Mainframe Computer Operator 2 (I,P)	02712	900
Personnel Administrative Technician 2 (I,P)	06362	\$21,960 - \$35,136
Personnel Technician 2 (I,P)	06361	\$21,072 - \$33,720
Public Health Office Supervisor 2 (N)	02362	\$22,896 - \$36,636
Public Health Office Supervisor 3 (N)	02363	\$24,864 - \$39,780
Public Health Representative 2 (I,P)	72852	\$25,920 - \$41,472
Revenue Processing Assistant 1 (B)	09335	\$19,428 - \$31,080
Revenue Processing Assistant 2 (B)	09336	\$20,244 - \$32,388
Revenue Processing Data Specialist 1 (B)	02781	\$19,428 - \$31,080
Revenue Processing Data Specialist 2 (B)	02782	\$21,072 - \$33,720
Revenue Processing Data Specialist 3 (B)	02783	\$21,960 - \$35,136
Revenue Processing Data Specialist 4 (B)	02784	\$23,868 - \$38,184
Revenue Processing Data Specialist Manager (B)	02786	\$34,848 - \$55,752
Revenue Processing Data Specialist Supervisor (B)	02785	\$28,188 - \$45,096
Revenue Processing Technician 1 (B)	75857	\$22,896 - \$36,636
Revenue Processing Technician 2 (B)	75858	\$24,864 - \$39,780
Sentence/Docketing Technician 1 (O)	09840	\$21,072 - \$33,720
Sentence/Docketing Technician 2 (O)	09841	\$21,960 - \$35,136
Sentence/Docketing Technician 3 (O)	09842	\$22,896 - \$36,636
Statistician 2 (I,P)	75922	\$22,896 - \$36,636
Title and Registration Examining Clerk 2 (I,P)	02561	\$19,428 - \$31,080

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective October 12, 2005.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED October 12, 2005 .
- C - Register will be ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective.
- G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective October 12, 2005.
- K - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- L - Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M - Job classification changed examination method from Competitive to Non-Competitive.
- N - Job classification will change from cash overtime to compensatory overtime effective October 12, 2005.
- O - Job classification changed EEO Code.
- P - Job classification will be converting from Program to Daily effective October 12, 2005.

Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ADMINISTRATIVE ASSISTANT 1

SUMMARY: Under general supervision, is responsible for professional staff work of routine through average difficulty in relieving an executive of administrative detail; and performs related work as required.

DISTINGUISHING FEATURES: Positions in the Administrative Assistant sub-series are predominately in the unclassified service, with exception of the few which by specific law, rules, or regulations are mandated to be in the classified service. An employee in this class routinely performs general assignments to relieve an executive of administrative detail and other duties which do not require his personal attention. This class differs from that of Administrative Assistant 2 in that an incumbent of the latter usually performs work of greater scope and difficulty. Classes in the Administrative Assistant sub-series differ from those in the Administrative Services Assistant sub-series in that incumbents of the latter are members of the classified service and perform duties in direct support of line operations rather than duties which emphasize relieving an executive of administrative detail.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree; qualifying full-time increasingly responsible sub-professional experience or paraprofessional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

BIOLOGIST 2*

SUMMARY: Under general supervision, is responsible for professional biological investigative and field survey work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working-level class in the Biologist sub-series. An employee in this class performs a variety of biological, laboratory, and field survey work such as water sampling, and collection and identification of aquatic insects, fish, and aquatic or terrestrial plants and trees. This class is flexibly staffed with and differs from that of Biologist 1 in that an incumbent of the latter acts in a trainee-level capacity. This class differs from that of Biologist 3 in that an incumbent of the latter functions at the advanced working level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in biology and experience equivalent to one year of full-time professional biological or related environmental specialty work in waste water treatment, pollution control, or the analysis of environmental samples or biological data.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in ecology, aquatic biology, invertebrate zoology, or limnology may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: A valid motor vehicle operator's license may be required.

EXAMINATION METHOD: Written Test, Pass/Fail; Education and Experience, 100%, for Career Service positions.

BOILER INSPECTOR 3

SUMMARY: Under general supervision, is responsible for boiler inspection work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Boiler Inspector sub-series. An employee in this class supervises subordinate boiler inspectors in an assigned geographical region of the state. This class differs from Boiler Inspector 2 in that an incumbent of the latter is not responsible for supervisory work. This class reports to and differs from Boiler Inspector 4 in that the incumbent of the latter serves as Chief Boiler Inspector.

MINIMUM QUALIFICATIONS

Commission, Education, and Experience: Currently Commissioned as an Authorized Boiler Inspector, education equivalent to graduation from a standard high school, and experience equivalent to five years responsible full-time work maintaining, repairing, inspecting, constructing, or operating high pressure boilers or unfired pressure vessels.

Necessary Special Qualifications: Must possess a valid Commission issued by the National Board of Boiler and Pressure Vessel Inspectors. A valid vehicle operator’s license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CLERK 3

SUMMARY: Under general supervision, is responsible for general and figures clerical work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Clerk sub series. An employee in this class is responsible for advanced general clerical work and minor supervisory work. Work problems which involve critical deviations from standard policies and procedures are reviewed with a supervisor. This class differs from Clerk 2 in that an incumbent of the latter performs general and figures clerical work of average difficulty. This class differs from Office Supervisor 1 in that an incumbent of the latter has greater supervisory responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of increasingly responsible full-time clerical work; qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, Pass/Fail; Education and Experience for Career Service positions.

CORRECTIONAL FARM CREW LEADER 1

SUMMARY: Under general supervision, is responsible for supervisory farming work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises a small crew of inmates in work on a state correctional farm. An employee is responsible for work in such areas as row crop production, livestock production, dairy operations, and feed meal operations. This class differs from that of Correctional Farm Crew Leader 2 in that an incumbent of the latter is responsible for supervising Correctional Farm Crew Leaders 1 and inmates or provides specialized technical advice as to disease control of the livestock or the proper planting, cultivating, and harvesting of crops.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from a standard high school and experience equivalent to two years of full-time work in one or a combination of the following: farm work, adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing.

Substitution of Experience for Education: Qualifying experience in farm work; adult inmate supervision in a correctional setting; food inspection; dairy inspection; or dairy processing may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed field may substitute for one year of the required education).

Substitution of College Education for Experience: Course work credit received from an accredited college or university may be substituted for the required experience on a month for month basis to a maximum of two years (e.g., 45 quarter hours with at least nine quarter hours in agriculture may substitute for one year of the required experience; 90 quarter hours with at least 18 quarter hours in agriculture may substitute for two years of the required experience).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

DATA PROCESSING OPERATOR 2

SUMMARY: Under general supervision, performs advanced data processing operations work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working level in the Data Processing Operator sub-series. An employee in this class tracks jobs on the mainframe computer and corrects systematic errors that occur across databases, on printers, and with terminals and peripheral equipment. This class differs from Data Processing Operator 1 in that incumbents of the latter update data bases, and learn to transmit jobs and distribute output to staff members. This class differs from Data Processing Operator 3 in that incumbents of the latter coordinate the process of correcting data processing errors, including the process of correcting data entry, tape or disk format problems, or terminal printer malfunctions.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and two years of full-time employment in one or more of the following areas: (1) keying, scanning, or verifying data or text from a hard-copy document to a computer system to meet production targets (i.e., word processing, data entry); or (2) correcting codes on records which are input into a computer system to meet production targets (i.e., data processing) or (3) transmitting data files into computers; or (4) operating terminal consoles, disk or tape drives, or other related equipment to monitor job processing or distribute output to a computer system (i.e., computer equipment operations).

OR

Substitution of Experience for Education: Full-time employment in one or more of the following areas may substitute for the required education on a year-for-year basis to a maximum substitution of four years: office clerical or storekeeping or any of the above experiences.

OR

Substitution of Education for Experience: Successful completion of coursework at an accredited college or university or technical school in management information systems, computer and information science, business data processing or word processing may substitute for the required work experience on a year-for-year basis to a maximum substitution of two years (at least 9 of 45 quarter hours in the above listed fields may substitute for one year of the required experience; at least 18 of 90 quarter hours or a degree in the above listed fields may substitute for two years of the required experience).

OR

Substitution of Vocational Education for Experience: Education equivalent to a certificate in data processing (1296 clock hours) from a vocational school may substitute for one year of the required experience (108 clock hours in the above data processing program is equivalent to one month of experience); OR successful completion of a one-year computer operations certificate program (53 quarter hours) from an accredited technical school may substitute for one year of the required experience (Four quarter hours in the above program is equivalent to one month of experience).

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, (Pass/Fail), and Education and Experience, 100%, for Career Service positions.

DISTRIBUTED COMPUTER OPERATOR 2*

SUMMARY: Under general supervision, is responsible for distributed computer operations work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the distributed computer operations sub-series, the entry level being subsumed by Computer Operator 1. An employee in this class maintains and operates peripheral equipment as well as the processing of jobs through a system. This class differs from Distributed Computer Operator 3 in that an incumbent of the latter coordinates the operation of peripheral equipment and the transmission of jobs to the central processing unit.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from a standard high school and one year of full-time employment in one or more of the following areas: (1) submitting and monitoring the status of jobs sent to the mainframe computer, mini, or microcomputer systems to meet production targets; or (2) keying, scanning, or verifying data from a hard-copy to a mainframe or minicomputer system to meet production targets (i.e., data entry); or (3) correcting codes on records which are keyed into the computer system to meet production targets (i.e., data processing); or (4) teaching data processing; or (5) creating or revising narrative text to meet production targets using a microcomputer, minicomputer,

OR

mainframe computer system (i.e., word processing); or (6) troubleshooting inaccurate job control commands, pathway dysfunctions, terminal controller problems and other related hardware and software problems on a minicomputer, microcomputer, or mainframe computer system.

OR

Substitution of Experience for the Required Education: Full-time employment in one of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: (1) office clerical or storekeeping experience; or (2) computer operations; or (3) troubleshooting related hardware and software problems on a microcomputer, minicomputer or mainframe computer.

OR

Substitution of Vocational Education for Experience: Education equivalent to a certificate in data processing (1296 clock hours) (108 clock hours in the above data processing program is equivalent to one month of experience); or a certificate in computer electronics repair from a vocational school (1296 clock hours) may substitute for one year of the required experience. (108 clock hours in the above computer electronics repair program is equivalent to one month of experience); successful completion of a one-year computer operations certificate program (53 quarter hours) from an accredited technical school may substitute for one year of the required experience. (Four quarter hours in the above program is equivalent to one month of experience).

OR

Substitution of College Education for the Required Experience: Successful completion of at least 18 out of 90 quarter hours or a degree in data processing, computer technology, or related computer and information sciences from an accredited college or university may substitute for one year of the required experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test (Pass/Fail) and Education and Experience, 100%, for Career Service positions.

LABORATORY TECHNICIAN 2

SUMMARY: Under immediate supervision, performs a variety of standardized sub-professional laboratory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a variety of assignments such as preparing media for culture plates or performing routine tests in the area of dairy microbiology, enteric bacteriology or serology. This class differs from that of Laboratory Technician 1 in that an incumbent of the latter is not responsible for performing simple laboratory tests.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time sub-professional laboratory work.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Written Test (Pass/Fail) and Education and Experience, 100% for Career Service positions.

MAINFRAME COMPUTER OPERATOR 2*

SUMMARY: Under general supervision, is responsible for mainframe computer operations work of average difficulty in operating "large system" tape drives, printers and master console equipment controlling all job production at a complex operations site; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Mainframe Computer Operations sub series. An employee in this class maintains and operates peripheral equipment and monitors the master console and other computer operations to identify problems that affect the processing of jobs across agencies. This class differs from Computer Operator 1 in that incumbents of the latter are learning to operate equipment and monitor job processing. This class differs from Mainframe Computer Operator 3 in that incumbents of the latter coordinate the operation of peripheral equipment, master console, as well as, monitoring jobs submitted for processing.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and one year of full-time employment in one or more of the following areas: (1) submitting and monitoring jobs on the mainframe computer or operating high speed printers, bursters, decollators, or peripheral or auxiliary equipment related to a mainframe computer (e.g., computer operations); or (2) keying, scanning, or verifying data from a hard-copy to a mainframe or minicomputer system to meet production targets (i.e., data entry); or (3) correcting codes on records which are then keyed into a computer system to meet production targets (i.e., data processing); or (4) creating and revising typed documents to meet production targets using a microcomputer, minicomputer or mainframe computer system (i.e., word processing); or (5) troubleshooting inaccurate job control commands, pathway dysfunctions, terminal controller problems, or other related software or hardware problems on the microcomputer, minicomputer, or mainframe computer system.

OR

Substitution of Experience for Education: Full-time employment in one of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: (1) office clerical or storekeeping experience; or (2) computer operations; or (3) troubleshooting related software or hardware problems on a minicomputer, microcomputer, or mainframe computer system.

OR

Substitution of Vocational Education for Experience: Education equivalent to a certificate in data processing or computer electronics repair from a vocational school (1296 clock hours) may substitute for one year of the required experience (108 clock hours in the above data processing program or computer electronics repair program is equivalent to one month of experience). Successful completion of a one-year computer operations certificate program (53 quarter hours) from an accredited technical school may substitute for one year of the required experience (Four quarter hours in the above program is equivalent to one month of experience).

OR

Substitution of Education for Experience: Successful completion of a degree or at least 18 out of 90 quarter hours in data processing, computer technology, or related computer and information sciences from an accredited college or university may substitute for one year of the required experience.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Written Test (Pass/Fail) and Education and Experience, 100%, for Career Service positions.

PERSONNEL ADMINISTRATIVE TECHNICIAN 2*

SUMMARY: Under general supervision, is responsible for paraprofessional personnel work of average difficulty in the central Department of Personnel; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Personnel Administrative Technician sub-series, the entry level being Personnel Technician 1*. An employee in this class performs paraprofessional personnel work in the Department of Personnel. This work involves: reviewing, correcting and processing operating agency personnel transactions; interviewing job applicants, determining classes for which they qualify, and assisting them with the application process; or reviewing experience and educational information submitted on job applications and assigning appropriate occupational and educational codes. This class differs from Personnel Technician 1* in that incumbents of the latter function at the entry level under immediate supervision. This class differs from Personnel Administrative Technician 3 in that the incumbent of the latter functions as a lead worker over subordinate Personnel Administrative Technicians.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of fulltime clerical work including, at least, one year of paraprofessional personnel experience with the State of Tennessee; qualifying fulltime clerical experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, (Pass/Fail), and Education and Experience, 100%, for Career Service positions.

PERSONNEL TECHNICIAN 2*

SUMMARY: Under general supervision, is responsible for paraprofessional personnel work of average difficulty in an operating agency; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Personnel Technician sub-series, the entry level being Personnel Technician 1*. Employees in this class prepare, process and maintain personnel transactions in an operating agency. This class differs from Personnel Technician 3 in that incumbents of the latter function as lead workers over transactions personnel in operating agencies, review and approve transactions work prepared by subordinate staff and train agency staff in personnel policies and procedures.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of clerical work including, at least, one year of paraprofessional personnel experience with the State of Tennessee; qualifying full-time clerical experience may be substituted for the required education on a year for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, (Pass/Fail), and Education and Experience, 100%, for Career Service positions.

PUBLIC HEALTH REPRESENTATIVE 2*

SUMMARY: Under general supervision, is responsible for professional public health field contact work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Public Health Representative sub-series. An employee in this class implements the sexually transmitted disease (STD), human immunodeficiency virus (HIV), tuberculosis, and immunization programs within the county health department by performing a full range of epidemiological investigative, public information, disease control program implementation, and monitoring work, or performs alcohol and drug abuse treatment and prevention program monitoring work and provides technical assistance. This class is flexibly staffed with and differs from Public Health Representative 1 in that an incumbent of the latter functions at the entry level. This class differs from Public Health Representative 3 in that an incumbent of the latter functions in a supervisory capacity.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional health program experience that involves the investigation, prevention or treatment of individuals with communicable diseases.

Substitution of Experience for Education: Qualifying full-time professional health program experience that involves the investigation, prevention or treatment of individuals with communicable diseases may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Graduate Coursework for the Required Experience: Additional qualifying graduate coursework in public health, public health education, epidemiology, nursing, or social work may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: A valid motor vehicle operator's license may be required.

EXAMINATION METHOD: Written test (pass/fail) and education and experience, 100%, for Career Service positions.

REVENUE PROCESSING ASSISTANT 1

SUMMARY: Under general supervision, performs general figures and clerical work; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Revenue Processing Assistant Series. An employee in this class opens, sorts, and processes correspondence, tax forms, and checks received, insuring that the amount on the form and the check amount agree and that all correspondence is routed to the appropriate section. The employee also performs the appropriate routing process for all items that contain errors. This class differs from Revenue Processing Assistant 2 in that an incumbent of the latter leads lower level staff in performing their duties.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

Education and Experience: Written Test, 100%, for Career Service positions.

REVENUE PROCESSING ASSISTANT 2

SUMMARY: Under general supervision, performs general figures and clerical work and leads lower level staff; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead level class in the Revenue Processing Assistant Series. An employee in this class leads others in opening, sorting, and processing correspondence, tax forms, and checks received, ensuring that the amount on the form and the check amount agree and that all correspondence is routed to the appropriate section. The employee also leads others in appropriately routing all items that contains errors. This class differs from Revenue Processing Assistant 1 in that an incumbent of the latter performs tasks at the working level.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and one year of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

Education and Experience: Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING DATA SPECIALIST 1

SUMMARY: Under immediate supervision, performs data entry and document review work of routine complexity; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level flex class in the Revenue Processing Data Specialist Series. An employee in this class learns to create deposit files by keying critical data from documents and the remittance for items unable to be scanned by the document control area or to correct misread or unread critical information from scanned documents. The employee also learns to edit documents for entry into the Revenue Integrated Tax System (RITS). This class differs from Revenue Processing Data Specialist 2 in that an incumbent of the latter performs tasks at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

REVENUE PROCESSING DATA SPECIALIST 2

SUMMARY: Under general supervision, performs data entry and document review work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Revenue Processing Data Specialist Series. An employee in this class creates deposit files by keying critical data from documents and the remittance for items unable to be scanned by the document control area or to correct misread or unread critical information from scanned documents. The employee also edits documents for entry into the Revenue Integrated Tax System (RITS). This class differs from Revenue Processing Data Specialist 1* in that an incumbent of the latter performs tasks at the entry level. This class differs from Revenue Processing Data Specialist 3 in that incumbents of the latter are responsible for leading employees of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and one year of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, P/F; Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING DATA SPECIALIST 3

SUMMARY: Under general supervision, leads and performs data entry and document review work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead level class in the Revenue Processing Data Specialist Series. An employee in this class leads others in creating deposit files by keying critical data from documents and the remittance for items unable to be scanned by the document control area or to correct misread or unread critical information from scanned documents, and edits documents for entry into the Revenue Integrated Tax System (RITS). Additionally, an employee of this class is responsible for balancing out of balance batches. This class differs from Revenue Processing Data Specialist 2* in that an incumbent of the latter performs tasks at the working level. This class differs from Revenue Processing Data Specialist 4 in that an incumbent of the latter is responsible for quality control in the data capture area or works in the document control/scanning area.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and two years of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING DATA SPECIALIST 4

SUMMARY: Under general supervision, performs scanning and document control work of considerable difficulty and provides quality control for data capture; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for the scanning process for all documents, or is responsible for document control work for items that cannot be scanned, or is responsible for quality control work in the data capture area. This class differs from Revenue Processing Data Specialist 3 in that an incumbent of the latter performs document checking and keying duties at the lead level. This class differs from Revenue Processing Data Specialist Supervisor in that an incumbent of the latter serves as the first-level supervisor for data specialists.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and three years of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING DATA SPECIALIST MANAGER

SUMMARY: Under general supervision, is responsible for professional supervisory and managerial work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages one or more functional areas in a moderately complex site, managing such activities as complex data processing and clerical operations in collection, storage, and retrieval of tax information. This class differs from Revenue Processing Data Supervisor in that an incumbent of the latter provides first-line supervision for a unit of data specialists.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of experience as a Revenue Processing Data Specialist Supervisor or Revenue Processing Supervisor with the State of Tennessee.

Substitution of Experience for Education: Experience in revenue processing in the Department of Revenue for the State of Tennessee may substitute for the required bachelor's degree on a year-for-year basis to a maximum of four years (e.g., one year of revenue processing experience will substitute for one year of the required education).

OR

Education and Experience: Graduation from a standard high school and five years of revenue processing experience with the Department of Revenue of the State of Tennessee, of which one year must be experience as a Revenue Processing Data Specialist Supervisor or Revenue Processing Supervisor 1-3 with the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required high school education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING DATA SPECIALIST SUPERVISOR

SUMMARY: Under general supervision, performs scanning and document control work of considerable difficulty and provides quality control for data capture; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory level class in the Revenue Processing Data Specialist Series. An employee in this class is responsible for the supervision of a moderate-sized unit of sub-professional and/or general clerical workers involved in carrying out specialized processes in data processing for tax documents. This class differs from Revenue Processing Data Specialist 4 in that an incumbent of the latter is responsible for quality control in the data capture area or works in the document control/ scanning area. This class differs from Revenue Processing Data Specialist Manager in that an incumbent of the latter serves as a section manager over more than one unit.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Experience in revenue processing in the Department of Revenue for the State of Tennessee may substitute for the required bachelor's degree on a year-for-year basis to a maximum of four years (e.g., one year of revenue processing experience will substitute for one year of the required education).

OR

Education and Experience: Education equivalent to graduation from a standard high school and five years of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required high school education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING TECHNICIAN 1

SUMMARY: Under general supervision, is responsible for sub-professional accounting work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class works in the analysis and review of accounting records, financial statements, and/or reports to acquire correct information for tax payments received. This class differs from Revenue Processing Technician 2 in that an incumbent of the latter is responsible for leading employees in this class, for conducting the primary deposit process, and for providing quality assurance for the exceptions and cashier's office areas.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and three years of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE PROCESSING TECHNICIAN 2

SUMMARY: Under general supervision, is responsible for lead sub-professional accounting work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for the primary deposit process through preparing and batching tax payment checks for courier pick-up and deposit to various state accounts in a variety of local financial institutions, leading subordinate employees, and providing quality assurance for the exceptions and cashier’s office areas. This class differs from Revenue Processing Technician 1 in that an incumbent of the latter works in the analysis and review of accounting records, financial statements, and/or reports to acquire correct information for tax payments received and may be led by an employee of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and four years of revenue processing experience in the Revenue Processing Division in the Department of Revenue for the State of Tennessee.

Substitution of Experience for Education: Clerical or customer service experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

STATISTICIAN 2*

SUMMARY: Under general supervision, is responsible for statistical work of average difficulty in the compilation of information for basic statistical studies; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Statistician sub-series. An employee in this class is responsible for obtaining, editing, and tabulating data for basic recurring and random reports and specific requests. This class is flexibly staffed with and differs from that of Statistician 1 in that an incumbent of the latter functions at the entry level. This class differs from that of Statistician 3 in that an incumbent of the latter functions as the lead of a major unit.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and two years of full-time work in one or a combination of the following: 1) any descriptive or inferential statistics experience; 2) any computer and/or information systems experience, including, but not limited to systems analysis, systems design, database administration, or data base management; or 3) any remaining office work involving data entry and review.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following: 1) any descriptive or inferential statistics experience; 2) any computer and/or information systems experience, including; or) any remaining office work involving data entry and review, may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Education equivalent to graduation from a standard high school and course work at an accredited college or university including at least one course (4.5 quarter hours or 3.0 semester hours) in statistics; and one year of full-time work in one or a combination of the following: 1) any descriptive or inferential statistics experience; 2) any computer and/or information systems experience, including; or 3) any remaining office work involving data entry and review.

Substitution of College Education for Experience: Course work credit received from an accredited college or university may substitute for the required experience on a month to month basis to a maximum of one year (e.g., 45 quarter hours may substitute for one year of the required experience), there being no substitution for the specialized statistics course work.

OR

One year of full-time experience as a Statistician for the State of Tennessee.

Necessary Special Qualifications: None

EXAMINATION METHOD: Written Test (Pass/Fail) and Education and Experience, 100%, for Career Service positions.

TITLE AND REGISTRATION EXAMINING CLERK 2*

SUMMARY: Under general supervision, is responsible for title and registration examining clerical duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Title and Registration Examining Clerk subseries. An employee in this class examines and reviews applications for motor vehicle title and registration and supporting documents in order to determine completeness, accuracy and correct amount of fees and taxes. This class is flexibly staffed with and differs from Title and Registration Examining Clerk 1 in that an incumbent of the latter performs revenue examining clerical duties at the entry level under immediate supervision. This class differs from Title and Registration Examining Clerk Supervisor 1 in that an incumbent of the latter functions in a supervisory capacity over other examining clerks.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of office clerical work, of which one year must be title and registration clerical work; qualifying full-time office clerical experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, (Pass/Fail), Education and Experience, 100%, for Career Service positions.